

STAC Minutes January 9, 2006

Meeting held at: DNR Conference Center

In Attendance:

	Adams, Cheri		Kempker, Judy		Snyder, Mary
x	Anderson-Harper, Rosie		Krause, Guy	x	Struempf, Beverly
	Avant, Cheryl	x	Matthews, Mechelle		Verslues, Lisa
	Benedict-Wiseman, Geri		Mixon-Page, Lorraine		Wilson, Barbara
x	Bode-Oliver, Elaine		Mundell, Jessica	x	Wolken, Gail
x	Charrier, Jim		Oetting, Beth		Yahnig, Ed
x	Distler, Karen		Pasley, Jim		
x	Dudenhoeffer, Keith	x	Robinett, Darlene		
	Hillstrom, Victoria		Roesti, Jane		
	Horn, Denise	x	Schulte, Lisa		
x	Howard, Bryan	x	Scroggins, Cynthia		
	Jackson, James	x	Smith, Pat		
x	Sheila Barnett of MODOT, for Jim Pasley				
x	Donna Arnel, DHSS				
x	Cindy Bassett, Secretary of State's Office, State Library				
x	Chester White, Director, Division of Personnel, Office of Administration				

Chairperson Karen Distler called the meeting to order.

Minutes from the November and December meetings: Approved.

Updates and Information

Chester White introduced himself as the Director of Personnel, Office of Administration. He expressed his support of STAC. He agrees with the agencies filling the chair position and does not intend for OA to take the position back. He wants to ensure there is value added for this committee and he is committed to working with STAC to ensure its success.

From time to time Chester will join the STAC meetings to observe the work and discussions.

Replacements and Resignations

Joe Seiling and Nicki Russell and Cheryl Avant have resigned their position on STAC. Karen read resignation letters to the STAC committee.

Becky Webb will be the representative from the State Auditors Office, replacing Nicki Russell.

Confirmation of Voting Status of Members

Karen asked STAC members to confirm their voting status (primary, secondary) as she reviewed the member listing. The Management Training Rule gives each agency one vote. Agencies may have other representatives on STAC, but only one may have the charge of voting.

Karen stated that in reviewing the original Training Rule some agencies, such as SEMA are not included as voting members. Elaine stated that is correct; however, when the Revised Training Rule was developed in 99, STAC decided that we want all state agencies represented. Karen asked the Policy Committee to discuss this revision that the Training Rule be updated to encompass all state agencies.

Action: Policy Committee to discuss recommending that the Training Rule be updated to encompass all state agencies.

Karen stated that voting members in attendance were less than a 2/3 majority; therefore voting on the new co-chair will be completed electronically.

Committee Reports

Communications

Darlene Robinette reported on STAC Web Site Progress

Darlene Robinett said the web site has been updated with the listing of the members of committees and the co-chairs. She will be adding the meeting minutes. The committee is also looking at a new logo for the website. Darlene will also be contacting Alan Forbis about placing a link to the STAC website on the OA homepage.

Action: Darlene will contact Alan Forbis about placing a link to the STAC website on the OA homepage.

Training Trends and Initiatives

TTI is continuing their discussions about Outcome 4.2 about showing best practices -- "what is a best practice, where we should present it, and how we should present it."

Action: The committee will continue discussions and develop a recommendation for "best practices."

Policy

Elaine Bode-Oliver reported

The group is discussing possible revisions of the 24 competencies listed in the Management Training Rule. Agencies will report on classes they offer that don't seem to fit the competencies. The group is looking at combining some of the competencies such as "Verbal and Written Communication." Since Cheryl has resigned, the committee will decide who will take the lead role in this group before the February meeting.

Action: The committee will decide who will take the lead role in this group since Cheryl has resigned.

Curriculum

Karen gave an update on behalf of Jane Roesti.

The committee is scheduled to meet January 18th.

Karen asked for feedback about the December meeting and the Seven Habits presentation. A lot of positive feedback was offered about the principles and presentation. Concerns about the cost and time commitment and agency support were voiced.

Karen and Jane met after the December meeting and discussed the committee making a recommendation to STAC members regarding the Seven Habits of Highly Effective People. STAC would then decide if it is something they want to make a recommendation to OA regarding supporting the program and encouraging implementation. The Curriculum committee will discuss this and bring their recommendation to the February meeting.

At the October meeting the committee had discussed coming up with a "speakers file" and placing this file on the website. Nicki was going to develop a form to be placed on the website for this purpose. In light of Nicki's resignation from her current position, she has asked the Curriculum committee to complete this.

Action: The committee will discuss making a recommendation to STAC members regarding the Seven Habits of Highly Effective People.

The committee will develop a form to be placed on the website for trainers to list information about speakers and their contact information

Oversight Committee

SAP

Karen spoke with a SAP (learning management system) representative and they will be coming to the February meeting to present their Learning Management System (LMS). Karen will be in touch with them the week of the 23rd to work out the exact time they will be arriving and will notify STAC members accordingly.

After the SAP presentation the committee members will discuss all three LMS systems that have presented to STAC and build a report of likes, dislikes, etc. They will then forward a recommendation to OA.

Replacement Letters

Karen sent a follow up email for a replacement for Mary Burnell, Office of State Court Administrator. This continues to be pending.

New STAC Member

Cindy has requested to join STAC as a committee member to represent the State Library. Karen will forward a letter to the Secretary of State's office for this request.

State Contracts

Karen has located a website address to review the state contracts information. She will report her findings in the February meeting.

Action: STAC will discuss the LMS systems and forward a recommendation to OA.

Karen will research the state contract website and report out in the February meeting.

State Library Presentation

Cindy Bassett gave an overview of what resources are available at the state library and how these resources can be accessed.

If you would like to request an introductory training or other information, you may contact Cindy at the Secretary of State's Office, State Library. She is currently holding these sessions in the Truman building on a first come, first serve basis.

On February 23rd, 2:00 – 3:30, at SEMA, Cindy will offer training to STAC members to show members how to navigate the website to obtain desired information. Jim Charrier will need a list of who is coming. Jim will email directions to STAC members and Karen will organize the RSVP's and send that information to Jim.

Action: On February 23rd, 2:00 – 3:30, place to be announced, Cindy will offer training to STAC members.

New Business

Ron Burg

Ron Burg, Missouri Planning Council for Developmental Disabilities, will be organizing a state conference. Their council is trying to work with state agencies, looking at how their employment practices support people with disabilities. He wants Human Resource

offices from different agencies to attend the conference. Karen and Ron discussed that STAC could help get the word out. He will be back in contact with Karen at a later date.

Name Change

A suggestion came up in conversation that STAC discuss a name change for the council. Including the governor's name on the council might give it more credence.

Discussion:

- Once something is labeled under a particular governor, it might be associated with that governor, and when there is a change of administration, it creates a new set of challenges.
- The locus of control could change from being a self-governed council to one directed by the governor.
- If the Director of Personnel was involved in signing letters of invitation and supporting STAC in a more visible manner, it might accomplish the same goal as a name change.

This discussion led to discussion about what issues OA is focusing on. Karen asked Cynthia if it would be feasible for her to bring a monthly report to STAC about these issues. Cynthia agreed. Karen will talk with Chester White about Cynthia bringing this information to STAC.

Concerns were also noted about the cost of OA's training and that some agencies do not have monies in their budget for OA's trainings. Karen assured the group that Chester White is also aware of this and will be reviewing this issue as he continues in his new position as the Director.

Action: Karen will talk with Chester White about Cynthia bringing a monthly update about OA's current issues to STAC.

Election of New Vice Chair

Current nominations for Vice Chair are Jane Roesti, Elaine Bode-Oliver and Michelle Matthews.

Jane has declined the nomination. Elaine has been Chair in the past and also respectfully declined her nomination in the spirit of rotation for all committee members. Michelle would like to have time before accepting or declining her nomination. STAC members agreed that Karen should email all members again asking for nominations and include a respond by date. (Post meeting – Karen sent an email out Jan 17 indicating that self-nominations should be made by Friday, January 26th. Michelle Matthews was unable to accept the nomination).

Karen suggested there should be a guide for how STAC operates to include a replacement process. Karen asked committee members what is the procedure for volunteers who want

to come to STAC meetings such as, Cindy? What about non-members who want to be on the STAC distribution list such as the Director of Higher Education? Committee members agreed that all are welcome to attend STAC and information sharing with non-members is okay also.

Action: (Post meeting – Karen sent an email out Jan 17 indicating that self nominations for Co-Chair should be made by Friday, January 26th).

Invitation to MOTEC

Karen stated that Guy Krause does not represent MOTEC on STAC. She asked members if STAC wants MOTEC to be represented. Members agreed it is a good idea to ask MOTEC for a STAC representative.

Action: Karen will send MOTEC an email invitation for a STAC representative.

Reminders

The next STAC meeting is February 6, 2006 at the Route 66, DNR Conference Center on East Elm

Meeting adjourned.